



STIPULATED ASSESSMENT GRANT GUIDELINES

Introduction

The Indiana Brownfields Program (“Program”) offers Stipulated Assessment Grants (“Assessment Grants”) to qualifying Indiana Political Subdivisions (“Applicants”). Each Assessment Grant awarded will stipulate that the Applicant satisfy the requirements set forth in these guidelines to avoid being required to repay its Assessment Grant over a five year period with interest.

Application Procedure

Indiana Political Subdivisions (as defined by IC 13-11-2-164(c)) may apply to the Program for an Assessment Grant to finance environmental site assessment costs for an identified brownfield within their jurisdictions. Costs eligible for Assessment Grant funding include Phase I and Phase II environmental site assessments and related activities (including asbestos and lead-based paint surveys) and Remediation Work Plan development. Funding for remediation-related costs and reimbursement for prior investigation activities is not permitted.¹ Not-for-profit or for profit corporations may be co-applicants.

Using the Program’s online application system, applicants must complete the following and submit to the Program by 5:00 p.m. on the application deadline:

1. One fully-completed and digitally-verified online application; and
2. Upload of a copy of the applicant’s most recent audit from the State Board of Accounts; and
3. Upload of other submittals as indicated in the application or as available.

Applications will be evaluated and ranked based upon the criteria set forth below. Assessment Grants will be awarded to the highest ranking applications. One million dollars will be made available for Assessment Grants and will be awarded in two funding rounds (\$500,000 available per round). Deadlines to submit Assessment Grant applications are November 1, 2006, and April 1, 2007.

The maximum Assessment Grant per applicant may not exceed \$100,000. Applications should provide sufficient detail of how costs will be allocated (Phase I vs. Phase II or other) and the specific work to be performed in the format outlined by the Program. A completed American Society for Testing and Materials (ASTM) Phase I (Standard E 1527-05) for the proposed project site is required to be considered for Phase II funding. Assessment Grant recipients will be required to execute a Financial Assistance Agreement with the Indiana Finance Authority and the State Budget Agency.

¹ Other funding is available from the Indiana Brownfields Program for assessment, demolition, and petroleum remediation activities. Please visit <http://www.brownfields.in.gov> for more information.

Stipulations

1. Investment (match requirement): Applicants will be required to demonstrate a certain level of investment in their sites within a two-year period following the award of an Assessment Grant. The required investment will be determined based upon an Applicant's population and Median Household Income (MHI) from the 2000 census data. Please refer to the following chart to determine an Applicant's required investment:

	Population < 10,000	10,001 to 20,000	20,001 +
MHI < 30,000	\$ -0-	\$.25 per \$1 Grant	\$.50 per \$1 Grant
30,000 to 40,000	\$.25 per \$1 Grant	\$.50 per \$1 Grant	\$.75 per \$1 Grant
40,000+	\$.50 per \$1 Grant	\$.75 per \$1 Grant	\$1.00 per \$1 Grant

The source of the intended investment must be identified in the Applicant's application. In-kind services will be considered "investment" for matching funds only if such services are directly related to the Applicant's project and/or work performed at the project site. Permanent jobs created at the redeveloped project site will receive a credit of \$1,000 per job created. Temporary jobs (e.g., construction related) may not be counted. While not limited to the following, other potential investment can include costs associated with assessment, remediation, demolition, infrastructure, and construction. Applicants have two years from the date of their financial assistance agreement with the Program to demonstrate the required investment. If traditional redevelopment activities have not occurred within the two-year performance period, then investment may also be demonstrated with an executed contract for remediation work. Assessment Grants not matched within the required two-year period will become a five-year term loan with an interest rate of three percent to be accrued from the date the Assessment Grant was awarded. Requests for an extension of the two-year period and an alternative investment credit (e.g., investment in adjacent properties) must be made in writing to the Indiana Brownfields Program at the time of application and will be evaluated on a case-by-case basis. Such requests may affect a project's ranking.

2. Competitive Bidding: Applicants must demonstrate services to be reimbursed with Assessment Grant funding have been/will be competitively bid. Professional services need to be procured in compliance with Indiana Code 5-16-11.1, and activities other than professional services are required to be procured in compliance with Indiana Code 36-1-12. Program Project Managers may assist in developing bid specifications for work to be performed with Assessment Grant funds. Applicants that do not submit detailed information demonstrating a competitive bidding process with their Assessment Grant applications will be required to do so before funding will be disbursed.

Priority Funding

Assessment Grants may also be made available outside the normal grant round (but as part of the total \$1,000,000 available) to fund Approved Assessment Costs that would enable immediate economic development project needs. A dollar for dollar match of the Assessment Grant must be provided by the applicant (or co-applicant) and must submit a certification that a company or developer is imminently interested. The online application forms for a Priority Funding request, as well as the other Assessment Grant application requirements, are the same. Please contact the Indiana Brownfields Program Director prior to submitting your Priority Funding application to discuss your project.

Selection Criteria

Applicants will be competitively evaluated in one of two categories depending on the size of the community. Assessment Grant dollars will be allocated to categories based on the number of potential applicants in each category and the ranking of projects. An Applicant's past performance on projects that have received brownfields grant and loan assistance will be considered during the review process.

Category One:	Cities, Towns and Counties with populations of 10,001 or more:	50%
Category Two:	Cities, Towns and Counties with populations of less than 10,000:	50%

Projects will be scored based on the following criteria:

1. Demographic Factors (95 possible points)

A. Net Assessed Value Per Capita (20 possible points)

Up to 53% of Indiana's median Net Assessed Value Per Capita	20 points
Between 53% and 66% of Indiana's median Net Assessed Value Per Capita	15 points
Between 67% and 113% of Indiana's median Net Assessed Value Per Capita	10 points
Between 114% and 200% of Indiana's median Net Assessed Value Per Capita	5 points
In excess of 200% Indiana's median Net Assessed Value Per Capita	0 points

B. Poverty Rate (20 possible points)

Zip codes with more than 170 households receiving TANF*	20 points
Zip codes with less than 170 but more than 40 households receiving TANF	10 points
Zip codes with less than 40 but more than 11 households receiving TANF	5 points
Zip codes with less than 11 but more than 0 households receiving TANF	0 points

*Temporary Assistance to Needy Families (TANF)

C. The site located in any of the following: Community Revitalization Enhancement District (CRED), Urban Enterprise Zone, "Dinosaur" building, federally-designated Enterprise Zone, or community/locally designated brownfields revitalization zone or slum and blighted area (15 possible points)

D. List the Census Tract in which the Site is located. (20 possible points)

E. Per Capita Income (20 possible points)

2. Local Support for Project (100 possible points)

A. Neighborhood Comment and Input (50 possible points)

Plans announced at public hearing and comments sought from public 20 points

Favorable responses received and/or proactive follow up to any negative comments 10 points

Additional or more focused community and/or neighborhood input sought 20 points

B. Coordinated Local Efforts (50 possible points)

Local coalition/organization meeting and working regularly on brownfields issues and/or brownfields coordinator designated; local brownfields sites identified and/or prioritized 50 points

Joint local effort by numerous parties to apply for grant; some type of coalition to address brownfields issues locally 35 points

Firm plans to form brownfields workgroup or coalition to address brownfields issues locally 20 points

No brownfields workgroup or coalition exists to address brownfields issues locally; joint local effort by more than one party to apply for grant 10 points

3. Economic or Community Development Potential for Site – Subjective (100 possible points)

Applicants should focus on the following:

- Long term plans for property, including its place in the overall economic and community development plans of the community;
- Potential for project success based on formal contracts or designated funds to accomplish remediation and redevelopment;
- Impact project will have on overall economic development plans of community, including potential increase to taxbase, job creation, and investment in project property;
- Impact project will have on overall community development plans of the community, including the creation, preservation, or addition to a park, greenway, recreational facility, or other municipal benefit;
- Previous local efforts to redevelop property and/or address environmental issues of the site;
- Address the marketability of the site, if applicable.

4. Geographic Distribution of Grant Money (50 possible points)

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|---|-----------|
| A. This is the only project this political subdivision is applying for in this round. | 30 points |
| B. This is the only project seeking funding from this county in this round. | 5 points |
| C. This is the only project from a two or more county area seeking funding in this round. | 5 points |
| D. This applicant has not received grant funding in any prior round. | 10 points |

General

If an Applicant, or any entity involved in the project, is potentially liable for environmental contamination on the brownfield at which the Assessment Grant will be utilized, the Applicant will not qualify to receive an Assessment Grant. Sites that present an imminent threat to human health or the environment, sites under a Resource Conservation and Recovery Act (RCRA) Corrective Action, and sites with open/pending state or federal enforcement action are not eligible.

Assessment activities conducted with Assessment Grants must be performed consistent with IDEM Risk Integrated System of Closure (RISC) guidelines. RISC is a set of health-based standards used to evaluate cleanup options and contaminants based on detailed site data and proposed site end use to determine the appropriate cleanup option and contaminant reduction level necessary. Specific assessment activities must receive Program approval prior to implementation.

If any of the events referred to in these guidelines falls on a day which the Program offices are closed for business, the event shall occur on the next business day. A fully-completed and digitally-verified online application must be received by the Program no later than 5:00 p.m. on the day it is due. There is no application fee. The online application reflecting these guidelines is available through the Program's website. Please contact Sara Westrick Corbin at (317) 234-1688 to obtain a website password or you can obtain your password automatically by directing your web browser to <http://idfa.bravelo.com>.

Contact Information

We welcome comments on the Assessment Grants at any time. Questions regarding these guidelines or the Assessment Grants can be directed to Sara Westrick Corbin, by email at swestrick@ifa.in.gov or by phone at (317) 234-1688. These guidelines may be modified at any time by the Indiana Finance Authority Board to address demand and other issues to promote the effective and efficient administration of the Indiana Brownfields Program.

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